



City of Minneapolis

PeopleSoft HCM/ELM v9.2 Upgrade

SYSTEM LOGIN: STEP-BY-STEP INSTRUCTIONS

System Login

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System Login

Access and Login






Menu Path: <https://hris.ci.minneapolis.mn.us/psp/hris/?cmd=login>



Notes - Supported Browsers: The City of Minneapolis IT Department supports Internet Explorer 9.0 and the latest version of Google Chrome (which auto-updates itself).

Procedure

Step	Action
1.	<p>Bring up a browser, and navigate to CityTalk - http://citytalk. From home, use the URL www.ci.minneapolis.mn.us/HRIS.</p> 
2.	<p>Click the HRIS link.</p> 
3.	<p>Click in the User ID: field.</p> <input data-bbox="342 669 561 716" type="text"/>
4.	<p>User ID is your Employee Number, which can be located on your badge, paycheck or Benefit Enrollment Form.</p> <p>Enter the desired information into the User ID field: enter "<User ID>".</p>
5.	<p>Click in the Password: field.</p> <input data-bbox="342 953 561 999" type="text"/>
6.	<p>Password will be your former HRIS password (as of August 28th, 2015). .</p> <p>Enter the desired information into the Password: field. Enter "<password>".</p> <p>Note – For new users of the system (new employees), you will enter your Employee Number as the UserID, and the last 4 digits of your Social Security Number as your Password. Upon logging in, new users will be prompted to change their password.</p>
7.	<p>Click the HR button to sign in.</p>  <p>Note – Pressing the Enter key or selecting the HR button will take the user into the HR portion of COMET.</p>
8.	<p>End of Procedure.</p>

Change HRIS Password

[Change My Password](#)
[My Personalizations](#)
[My System Profile](#)
[My Dictionary](#)
[My Feeds](#)

Menu Path: Click *My System Profile* link

General Profile Information

Password
[Change password](#)
 Change or set up forgotten password help

Personalizations
 My preferred language for PIA web pages is: English
 My preferred language for reports and email is: English
 Currency Code
 Default Mobile Page

Alternate User
 If you will be temporarily unavailable, you can select an alternate user to receive your routings.
 Alternate User ID
 From Date
 To Date





Workflow Attributes
☐ Email User ☐ Worklist User

Miscellaneous User Links
 Email
 Primary Email Account
 Email Type
 Email Address
 Business
 FName.LName@minneapolismn.gov

IM Information
 Protocol
 XMPP Domain
 UserID
 Password

Procedure

Step	Action
1.	Click the My System Profile menu. My System Profile
2.	Click the Change password link. Change password
3.	Enter the desired information into the Current Password field. Enter " <current_password> ".
4.	Click in the New Password field. <input type="text"/>

Step	Action
5.	Enter the desired information into the New Password field. Enter " <new_password> ".
6.	Click in the Confirm Password field. 
7.	Re-enter your New Password . Enter the desired information into the Confirm Password field. Enter " <new_password> ".
8.	Click the OK button. 
9.	Click the Save button. 
10.	Click the Home link. 
11.	End of Procedure.

Password Reset Configuration

- Change My Password
- My Personalizations
- My System Profile**
- My Dictionary
- My Feeds

Menu Path: *Click My System Profile link*

General Profile Information

Password

Change password

Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example: 12/31/2000)

To Date (example: 12/31/2000)

Workflow Attributes

☐ Email User
☐ Worklist User

Miscellaneous User Links

Email

Primary Email Account
Email Type
Email Address

☒ Business

IM Information


Protocol
XMPP Domain
UserID
Password

XMPP

Notes: Before you can reset your password from the HRIS sign-on page, you will need to complete a one-time configuration. During this configuration, you will define a security question with a response and verify your e-mail.

Procedure

Step	Action
1.	Click in the Email Address field. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Step	Action
2.	<p>Verify your Email Address. If the email address is not correct or missing, enter the correct email address. Do not enter a non-City email address. If you do not know your City email address, contact the IT Service Desk - http://citytalk/it/help/WCMS1Q-071096.</p> <p>Enter the desired information into the Email Address field. Enter "FName.LName@minneapolismn.gov".</p>
3.	<p>Click the Change or set up forgotten password help link.</p> <p>Change or set up forgotten password help</p>
4.	<p>If you forgot your password, you have have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.</p> <p>Click the Question list.</p>
5.	<p>Select a Question.</p> <p>Click the What is your favorite dessert? list item.</p> <p>What is your favorite dessert?</p>
6.	<p>Click in the Response field.</p> <p><input type="text"/></p>
7.	<p>Enter a Response.</p> <p>Enter the desired information into the Response field.</p>
8.	<p>Click the OK button.</p> <p>OK</p>
9.	<p>Click the Save button.</p> <p> Save</p>
10.	<p>Click the Home link.</p> <p>Home</p>
11.	<p>End of Procedure.</p>

Forgot Password



COMET

HR

Finance

[Forgot your HR password?](#)



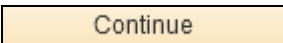
[Forgot your Finance password?](#)



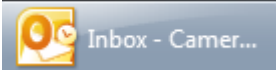
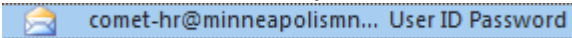


Before entering COMET, please read the [Tennessee Confidentiality Notice](#)

Menu Path: Click the [Forgot your HR password link](#) on the COMET sign-on page.

Notes: Before you can reset your password from the COMET sign-on page, you will need to complete a one-time configuration. During this configuration, you will define a security question with a response and verify your e-mail.

Procedure

Step	Action
1.	Click the COMET link. 
2.	Click the Forgot your HR password? link.
3.	The Forgot My Password page is displayed. Click in the User ID field. 
4.	Enter the desired information into the User ID field. Enter " <User ID> ".
5.	Click the Continue button. 

Step	Action
6.	<p>The Forgot My Password page displays. Provide an answer to the Question in the Response field.</p> <p>Click in the Response field.</p> 
7.	<p>Click the Email New Password button.</p> 
8.	<p>A page is displayed indicating that your new password has been sent to your e-mail account.</p> <p>Click the MS Outlook or Webmail.</p> 
9.	<p>Select the e-mail from 'comet-hr@minneapolismn.gov'.</p> <p>Double-click the e-mail object.</p> 
10.	Highlight and copy the temporary password.
11.	<p>Click the Copy menu.</p> 
12.	<p>Click on the COMET hyperlink provided in the e-mail.</p> <p>Click the COMET link.</p> <p>http://hrweb001p.ci.minneapolis.mn.us:signon.html</p>
13.	<p>Enter your login.</p> <p>Click in the HR field.</p>
14.	Press [Tab] .
15.	<p>Select the Password field. Control+V will copy the password from the e-mail into the password section of the login screen.</p> <p>Press [Ctrl+V].</p>
16.	<p>Click the HR button.</p> 
17.	Press [Enter] .
18.	You have been logged into COMET . You will be prompted by a message to change your password. Follow the instructions to change your temporary password.




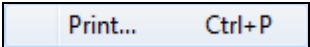
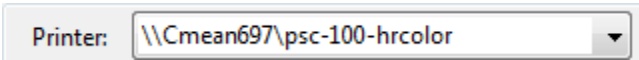


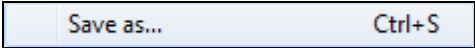

Step	Action
19.	End of Procedure.

Print and Save As - Internet Explorer



Note: City IT supports IE 9.0. These step-by-steps explain how to print and save a PDF copy of a file, such as a Paycheck or Timesheet, using Internet Explorer.

Procedure



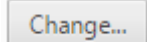



Step	Action
1.	Click the Tools button. 
2.	Click the Print... menu. 
3.	Under the Printer option, select the destination printer. 
4.	Click the Print button. 
5.	To save as a PDF file, complete the following instructions. Click the Tools button. 
6.	Click the Save as... menu. 
7.	Select the directory location and enter a file name. Enter the desired information into the File name: field. Enter "<filename>".
8.	Click the Save button. 
9.	End of Procedure.


Print and Save As - Google Chrome



Note: City IT supports Google Chrome. These step-by-steps explain how to print and save a PDF copy of a file, such as a Paycheck or Timesheet, using Google Chrome.

Procedure

Step	Action
1.	<p>Select the Tools icon in the browser (upper right-hand corner).</p> <p>Click the Tools button in the status bar.</p> 
2.	<p>Click the Print... Ctrl+P menu.</p> 
3.	<p>Select the destination printer by selecting the Change button.</p> <p>Click the Change button.</p> 
4.	Select the destination printer.
5.	<p>Click the Print button.</p> 
6.	<p>To save as a PDF file, select the Tools icon in the browser (upper right-hand corner).</p> <p>Click the Tools button in the statusbar.</p> 
7.	<p>Click the Save page as... Ctrl+S menu.</p> 
8.	<p>Select the directory location and enter a file name.</p> <p>Enter the desired information into the File Name: field. Enter "<filename>".</p>

Step	Action
9.	Click the Save button. 
10.	End of Procedure.